

Sustainable Event Guidelines for Rotaract Europe

Rotaract Europe is committed to promoting sustainability in all aspects of our activities, including events such as Rotaract European Meetings (REM) and the European Convention (EUCCO). These guidelines are designed to assist event organizers in planning and executing more sustainable events while aligning with our organization's values. You do have to check every section as it is more expensive but try to do your best. We recommend organizing a team of 2 people to audit the event using those recommendations.

Definition

Sustainability refers to the ability to meet the needs of the present without compromising the ability of future generations to meet their own needs. It encompasses environmental, economic, and social dimensions, aiming to promote harmony between human activities and the natural world. The goal of sustainability is to ensure that we maintain and enhance the health of ecosystems, use resources efficiently, and foster equitable and fair societies for all.

A sustainable event, therefore, is an event organized with the intention to minimize its negative impact on the environment and to leave a positive legacy for the community and all involved stakeholders. It incorporates sustainable practices in all aspects of event planning and management, including waste reduction, energy efficiency, sustainable sourcing of food and materials, responsible waste management, and efforts to minimize carbon emissions. Sustainable events also consider social aspects, such as inclusivity, accessibility, and benefiting the local community.

Guidelines Objective

This document aims to define the principles and actions to be implemented to promote sustainability during events organized by Rotaract Europe. It aims to guide organizers in planning and executing environmentally-friendly events while encouraging active member participation.

Importance of Organizers' Engagement in Promoting Sustainable Practices

Events organized by Rotaract Europe bring together a large number of participants and have a significant impact on the local and global environment. As leaders of these events, organizers have a duty to promote sustainable practices that contribute to the preservation of our planet and the well-being of communities. This manifesto emphasizes the importance of their engagement in this endeavor and proposes guidelines to achieve it effectively and pragmatically.

Objective Setting

The cornerstone of planning a sustainable event lies in clearly defined objectives. These objectives should outline what the event aims to achieve in terms of sustainability, providing a focused path forward. It's essential to establish these objectives early in the planning process to ensure that every decision made contributes towards the overarching goal of sustainability.

Establishing SMART Goals

To effectively set these objectives, employing the SMART criteria—Specific, Measurable, Achievable, Relevant, and Time-bound—can be highly beneficial. Goals should be:

Specific: Clearly define what you want to accomplish, including the who, what, where, when, and why.

Measurable: Ensure that the goal is quantifiable to track progress and know when it has been achieved.

Achievable: The goal should be realistic, considering the resources and time available.

Relevant: Make sure the goal aligns with the broader objectives of the event and its stakeholders.

Time-bound: Set a deadline to achieve the goal to create urgency and focus.

Example of Goal Setting:

“To reduce the event’s waste by 50% compared to previous events by implementing comprehensive recycling stations and composting solutions by the event date.”

1. Venue Selection

1.1 Location:

- Choose venues that prioritize sustainability and have certifications or initiatives in place (e.g., Green Key, ISO 20121).

Example: Choose venues like conference centers or hotels with established sustainability certifications, such as the Green Key certification, which ensures adherence to environmental standards.

1.2 Accessibility:

- Select venues accessible by public transport to reduce the carbon footprint of attendees.

Example: Host events in city centers or areas well-connected by public transport. Provide information about nearby transportation hubs to encourage attendees to use public transport.

2. Waste Management

2.1 Waste Reduction:

- Encourage the use of reusable materials and provide recycling stations throughout the event area.

Example: Instead of single-use badges, provide attendees with reusable lanyards or digital badges that can be reused.

2.2 Single-Use Plastics:

- Minimize the use of single-use plastics by opting for sustainable alternatives.

Example: Replace plastic water bottles with reusable water stations and encourage attendees to bring their reusable water bottles.

2.3 Welcome Pack:

- Include items that celebrate local culture and support local businesses, ensuring that they are not only sustainable but also meaningful and useful to the attendees.

Example: Feature local specialties in the welcome packs, such as small packets of locally sourced treats, crafts, or eco-friendly souvenirs that showcase the local culture and promote local artisans.

3. Transportation

3.1 Promote Sustainable Transportation:

- Encourage attendees to use public transportation, carpool, or opt for eco-friendly modes of transport.

Example: Negotiate a partnership with public transportation for a discounted weekend pass.

3.2 Offset Carbon Emissions:

- Explore options for offsetting the carbon footprint of the event, such as supporting carbon offset programs.

Example: Partner with a carbon offset program and include an optional donation in the registration process to offset attendees' travel emissions.

4. Catering

4.1 Sustainable Menus:

- Work with catering partners to provide locally sourced and seasonal food options.

Example: Collaborate with catering partners to design menus featuring locally sourced, organic, and seasonal ingredients, reducing the carbon footprint associated with food transportation. We know it is more expensive but even a small effort will make a great difference.

4.2 Waste Reduction:

- Minimize food waste by accurately estimating attendance and donating excess food to local charities.

Example: Implement a food waste reduction strategy, such as offering smaller portion sizes, donating excess food to local charities, and composting organic waste.

5. Workshops and Conferences

5.1 Sustainable Materials:

- Encourage presenters to use digital presentations and materials to reduce paper consumption.

Example: Encourage presenters to share electronic copies of their presentations or use recycled and recyclable materials for any printed materials. Avoid plastic goodies.

5.2 Interactive Sessions:

- Implement interactive sessions that promote sustainability awareness and engagement.

Example: Host a sustainability-focused workshop or panel discussion to raise awareness and engage participants in sustainable practices. Askip ERIC social committee and ESRAG.

6. Social and Cultural Activities

6.1 Local Engagement:

- Integrate local cultural and environmental initiatives into social activities and city tours.

Example: Incorporate local artists, performers, or guides for city tours to showcase the region's culture and support local businesses. Participate in the local economy, if possible choose a hotel run by locals rather than an international chain.

6.2 Eco-Friendly Parties:

- Host eco-friendly parties with sustainable decorations and practices.

Example: Choose venues with energy-efficient lighting and use LED bulbs.

7. Post-Event Evaluation

7.1 Feedback and Improvement:

- Collect feedback on the event's sustainability efforts and use it to improve future events.

Example: Collect feedback through online surveys and use the insights to continually improve sustainability practices for future events.

7.2 Reporting:

- Provide a sustainability report highlighting achievements and areas for improvement.

Example: Develop a comprehensive sustainability report highlighting the amount of waste diverted from landfills, energy saved, and any specific initiatives that made a positive impact. Share this report with attendees, sponsors, and stakeholders. Compare with previous events.

By following these guidelines, Rotaract Europe aims to lead by example in organizing sustainable events that align with our commitment to community service and environmental responsibility. Let's work together to create a positive impact on both our communities and the planet.

Sustainable Event Guidelines for Attendees

Rotaract Europe is dedicated to promoting sustainability in all aspects of our activities, including events such as Rotaract European Meetings (REM) and the European Convention (EUCCO). As an attendee, your participation plays a crucial role in contributing to the success of sustainable events. These guidelines are designed to help you engage in environmentally-friendly practices during Rotaract events, supporting our collective commitment to sustainability.

Definition

Sustainability refers to the ability to meet the needs of the present without compromising the ability of future generations to meet their own needs. It encompasses environmental, economic, and social dimensions, aiming to promote harmony between human activities and the natural world. As an attendee, your actions can significantly influence the environmental impact of the event and contribute to a positive legacy for communities and ecosystems.

Guidelines Objective

These guidelines aim to provide you with practical tips and recommendations to minimize your environmental footprint and enhance the sustainability of Rotaract events. By following these guidelines, you can actively contribute to the promotion of sustainable practices and help create a more eco-conscious event experience for everyone involved.

Importance of Attendees' Engagement in Promoting Sustainable Practices

As attendees of Rotaract events, you have a unique opportunity to support sustainability initiatives and promote responsible environmental stewardship. Your engagement in sustainable practices, such as waste reduction, energy conservation, and eco-friendly transportation, can make a significant difference in reducing the environmental impact of the event and inspiring others to adopt similar behaviors.

1. Transportation:

- Opt for sustainable transportation options such as public transit, carpooling, or biking to reduce carbon emissions associated with travel to and from the event venue.

2. Waste Management:

- Utilize recycling and composting facilities provided at the event to properly dispose of waste and minimize landfill contributions.
- Avoid single-use plastics and bring your reusable water bottle, utensils, and containers to reduce waste generated during the event.

3. Food and Beverage:

- Choose locally sourced and sustainable food options when available, and minimize food waste by taking only what you need and participating in food donation programs if available.

4. Engagement and Participation:

- Attend sustainability-focused workshops, discussions, and interactive sessions to learn more about environmental issues and explore ways to get involved in sustainability initiatives.

5. Feedback and Advocacy:

- Provide feedback to event organizers on sustainability efforts and suggest areas for improvement to enhance future events' environmental impact.

6. Promotion of Sustainable Practices:

- Lead by example and encourage fellow attendees to adopt sustainable behaviors by sharing your experiences and promoting eco-friendly practices during the event.

Conclusion

By adhering to these guidelines and embracing sustainable practices, you can play a vital role in promoting environmental responsibility and contributing to the success of sustainable events organized by Rotaract Europe. Your commitment to sustainability demonstrates a shared dedication to creating positive change and protecting our planet for future generations.

Thank you for your participation and for helping us build a more sustainable future together!